

■ PART VI

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# Appendices I–XX



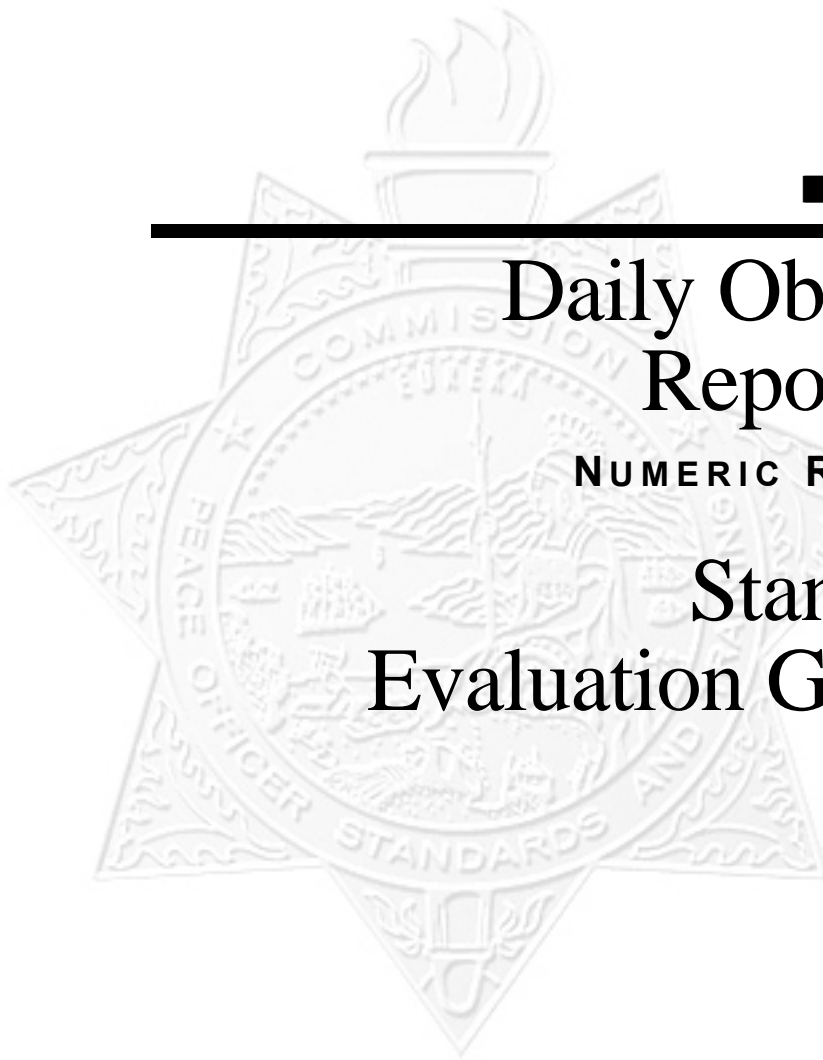
■ APPENDIX I

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# Daily Observation Report (DOR)

NUMERIC RATING SCALE

## Standardized Evaluation Guidelines



# COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

## Daily Observation Report

No. \_\_\_\_\_

Trainee's Name (Last, First) \_\_\_\_\_

Badge \_\_\_\_\_

FTO's Name (Last, First) \_\_\_\_\_

Badge \_\_\_\_\_

Date \_\_\_\_\_

**RATING INSTRUCTIONS:** Rate observed behavior with reference to the Standardized Evaluation Guidelines. A narrative evaluation must be attached. Use the category number below to reference your comments. The trainee is required to verify, in writing, the rating in the left hand column. Check "N.O." box if not observed. If the trainee fails to respond to training, check "N.R.T." box and comment on back. List minutes of remedial training in right hand column. **Note:** A rating of "4" indicates that a trainee has progressed to a minimum acceptable standard and performed at a solo patrol officer standard, in that category, this shift.

Watch Worked	
Phase	

### RATING SCALE

Unacceptable by FTP Standards

Acceptable Level

Superior by FTP Standards

1

2

3

4

5

6

7

Assignment or Reason for No FTO Evaluation

### CATEGORIES

		1	2	3	4	5	6	7	N.O.	N.R.T.		R.T.
1.											1. Acceptance of feedback	
2.											2. Attitude toward police work	
3.											3. Integrity/Ethics	
4.											4. Leadership	
5.											<b>APPEARANCE</b>	
5.											5. General appearance	
6.											<b>RELATIONSHIPS</b>	
6.											6. With citizens/community	
7.											7. With other department members	
8.											8. Community organizing	
9.											<b>PERFORMANCE</b>	
9.											9. Driving skill: Normal conditions	
10.											10. Driving skill: Moderate/high stress conditions	
11.											11. Use of map book: Orientation/response time	
12.											12. Routine forms: Accuracy/completeness	
13.											13. Report writing: Organization/details	
14.											14. Report writing: Grammar/spelling/neatness	
15.											15. Report writing: Appropriate time used	
16.											16. Field performance: Non-stress conditions	
17.											17. Field performance: Stress conditions	
18.											18. Investigative skills	
19.											19. Interview/interrogation skills	
20.											20. Self-initiated field activity	
21.											21. Officer safety: General	
22.											22. Officer safety: Suspicious persons/suspects/prisoners	
23.											23. Control of conflict: Voice command	
24.											24. Control of conflict: Physical skill	
25.											25. Problem-solving/decision-making	
26.											26. Problem-solving techniques	
27.											27. Communications: Use of codes/procedure	
28.											28. Radio: Listens and comprehends	
29.											29. Radio: Articulation of transmissions	
30.											30. MDT: Use/comprehension/articulation	
31.											<b>KNOWLEDGE</b>	
31.											31. Department policies and procedures	
											Reflected by verbal/written/simulated testing	
											Reflected in field performance	
32.											32. Knowledge of the criminal statutes	
											Reflected by verbal/written/simulated testing	
											Reflected in field performance	
33.											33. Knowledge of criminal procedure	
											Reflected by verbal/written/simulated testing	
											Reflected in field performance	

Total minutes of remedial training time today (note specific remedial plan, if appropriate)

THE MOST SATISFACTORY PERFORMANCE AREA OF THE DAY WAS IN CATEGORY NUMBER: \_\_\_\_\_  
A SPECIFIC INCIDENT WHICH JUSTIFIES THE RATING IS: \_\_\_\_\_

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THE LEAST SATISFACTORY PERFORMANCE AREA OF THE DAY WAS IN CATEGORY NUMBER: \_\_\_\_\_

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**DOCUMENTATION OF PERFORMANCE AND COMMENTS:**

CATEGORY

CATEGORY	
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**WRITE ANY FURTHER COMMENTS ON NARRATIVE CONTINUATION FORM**

\_\_\_\_\_  
TRAINEE'S SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
FTO'S SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
FTPSAC'S SIGNATURE

\_\_\_\_\_  
DATE

- |  |                                   |                              |                   |
|--|-----------------------------------|------------------------------|-------------------|
| 1. SET THE STAGE/SCENE                 | 4. USE LISTS AS APPROPRIATE       | 7. THINK REMEDIAL            | 10. DON'T PREDICT |
| 2. CONSIDER VERBATIM QUOTES            | 5. REPORT FACTS/AVOID CONCLUSIONS | 8. QUANTIFY WHEN APPROPRIATE |                   |
| 3. CRITIQUE PERFORMANCE/NOT THE PERSON | 6. CHECK SPELLING/GRAMMAR, ETC.   | 9. REMEMBER YOUR AUDIENCE    |                   |

PAGE \_\_\_\_\_ of \_\_\_\_\_

FTO'S SIGNATURE  
(Name, Badge #, and Date)

FTP SAC'S SIGNATURE  
(Name, Badge #, and Date)



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# STANDARDIZED EVALUATION GUIDELINES

The following "1", "4", and "7" scale value definitions are to be used when rating a trainee's behavior in each of the performance categories. It is through the use of these guidelines that program standardization and rating consistency is achieved.

## ATTITUDE

1. **ACCEPTANCE OF FEEDBACK - FTO/PROGRAM** - Evaluates the way the trainee accepts criticism and how that feedback is used to further learning and improve performance.
  - (1) Unacceptable - Rationalizes mistakes. Denies that errors were made. Is argumentative. Refuses to, or does not attempt to, make corrections. Considers criticism a personal attack.
  - (4) Acceptable - Accepts criticism in a positive manner and applies it to improve performance and further learning.
  - (7) Superior - Actively solicits criticism/feedback in order to further learning and improve performance. Does not argue or blame other persons/things for errors.
2. **ATTITUDE TOWARD POLICE WORK** - Evaluates the trainee in terms of personal motivation, goals and his/her acceptance of the job's responsibilities.
  - (1) Unacceptable - Sees position as a job vs. a career. Uses job to boost ego. Abuses authority. Demonstrates little dedication to the principles of the profession. Is disinterested. Lacks motivation and does not attempt to improve performance.
  - (4) Acceptable - Demonstrates an active interest in new career and in their responsibilities.
  - (7) Superior - Utilizes off-duty time to further professional knowledge, actively soliciting assistance from others to increase knowledge and improve skills. Demonstrates concern for the fair and equitable enforcement of the law, maintaining high ideals in terms of professional responsibilities.
3. **INTEGRITY/ETHICS** - Evaluates the manner in which the trainee understands, accepts, and employs his/her own integrity and ethics.
  - (1) Unacceptable – Accepts and employs a standard of mediocrity. Has no sense of accountability and/or responsibility to department or community.
  - (4) Acceptable – Demonstrates ability to build/maintain public trust through honesty, community awareness, and professionalism. Able to resolve ethical situations through prior planning and decision-making.

- (7) Superior – Consistently demonstrates high degree of internal strength, courage, and character. Models responsibility of service and enhances public trust.
4. **LEADERSHIP** - Evaluates the trainee's ability to exercise influence among people using ethical values and goals for an intended change.
- (1) Unacceptable – Does not demonstrate strength of character by appropriate use of command presence. Does not prevent/reduce conflict. Fails to show empathy.
- (4) Acceptable – Understands difference between influence and authority. Provides expected level of competency to the community through effective collaboration, communication/mediation, and compassion.
- (7) Superior – Will not rationalize to compromise integrity. Has the courage to be flexible and employ discretion. Consistently demonstrates trust, respect, and genuineness.

## **APPEARANCE**

5. **GENERAL APPEARANCE** - Evaluates physical appearance, dress, demeanor, and equipment.
- (1) Unacceptable - Fails to present a professional image. Uniform fits poorly or is improperly worn or wrinkled. Hair not groomed and/or in violation of Department regulation. Dirty shoes, weapon, and/or equipment. Equipment is missing or inoperative. Offensive body odor and/or breath.
- (4) Acceptable - Uniform neat, clean. Uniform fits and is properly worn. Weapon, leather, equipment are clean and operative. Hair within regulations. Shoes and brass are shined.
- (7) Superior - Uniform is neat, clean, and tailored. Leather gear is shined. Shoes are polished. Displays command bearing.

## **RELATIONSHIPS**

6. **RELATIONSHIP WITH CITIZENS/COMMUNITY** - Evaluates the trainee's ability to interact with citizens (including suspects) and diverse members of the community in an appropriate and efficient manner.
- (1) Unacceptable - Abrupt, belligerent, overbearing, arrogant, uncommunicative. Overlooks or avoids "service" aspects of the job. Is inaccessible to the public. Introverted, overly sympathetic, ineffective, prejudicial, biased. Fails to explain actions to citizens. Does not follow up on citizen requests. Poor "non-verbal" skills.



- (4) Acceptable - Courteous, friendly and empathetic to citizen's perceptions of problems. Communicates in a professional, unbiased manner. Fully explains police actions to public contacts and follows up on public inquiries and requests. Is service oriented and contacts the public in non-enforcement situations. Good "non-verbal" skills.
- (7) Superior - Is very much at ease with citizen and suspect contacts. Effectively manages time to allow increased citizen contact. Quickly establishes rapport and leaves people with the feeling that the officer is interested in serving them. Is objective in all contacts. Excellent "non-verbal" skills.

**7. RELATIONSHIP WITH OTHER DEPARTMENT MEMBERS (SPECIFY) -**

Evaluates the trainee's ability to effectively interact with other Department members of various ranks and in various capacities.

- (1) Unacceptable - Patronizes FTO/superiors/peers or is antagonistic toward them. Gossips. Is insubordinate, argumentative, and/or sarcastic. Resists instruction. Considers himself/herself superior. Belittles others. Is not a "team player." Relies on others to carry his/her share of the work.
- (4) Acceptable - Adheres to the Chain of Command and accepts his/her role in the organization. Good FTO, superior, and peer relationships. Accepted as a member of the group.
- (7) Superior - Is at ease in contact with all members of the organization while displaying proper consideration for their position. Understands superiors' responsibilities and respects their position. Peer group leader. Actively assists others.

**8. COMMUNITY ORGANIZING -** Evaluates the manner in which the trainee assists members of the community in handling neighborhood issues.

- (1) Unacceptable – Makes little attempt to establish or attend crime-watch meetings. Does not know the resources available to the community for problem-solving. Acts as “sole authority” and does not include the public in problem-solving process.
- (4) Acceptable – Assists members of the community in establishing crime-watch programs. Attends established group meetings as time allows. Provides the community lists of available resources. Includes the public in problem-solving.
- (7) Superior – Actively seeks out public involvement in crime-watch programs. Makes time to attend crime-watch programs and other neighborhood activities. Researches possible resources for neighborhoods to use. Encourages citizens to participate in decisions affecting their community.

## **PERFORMANCE**

**9. DRIVING SKILL: NORMAL CONDITIONS** - Evaluates the trainee's skill in the operation of department vehicles under normal and routine driving conditions.

- (1) Unacceptable - Frequently violates traffic laws. Involved in chargeable accidents. Fails to maintain control of vehicle or displays poor manipulative skills in vehicle operation. Drives too fast or too slow for conditions.
- (4) Acceptable - Obeys traffic laws when appropriate. Maintains control of the vehicle while being alert to activity outside of the vehicle. Drives defensively.
- (7) Superior - Sets an example for lawful, courteous driving. Maintains complete control of the vehicle while operating radio, checking hot sheet, etc.

**10. DRIVING SKILL: MODERATE/HIGH STRESS CONDITIONS** - Evaluates the trainee's skill in vehicle operation under Code 3 situations, in situations calling for other than usual driving, and under conditions calling for other than normal driving skill.

- (1) Unacceptable - Involved in chargeable accidents. Uses red lights and siren unnecessarily or improperly. Drives too fast or too slow for conditions/situation. Loses control of the vehicle.
- (4) Acceptable - Maintains control of the vehicle and evaluates driving conditions/situation properly. Adheres to department policies and procedures regarding Code 3 pursuit enforcement driving. Practices defensive driving techniques.
- (7) Superior - Displays high degree of reflex ability and driving competence. Anticipates driving situations in advance and acts accordingly. Responds well relative to the degree of stress present.

**11. USE OF MAP BOOK: ORIENTATION/RESPONSE TIME** - Evaluates the trainee's awareness of surroundings, ability to find locations, and ability to arrive at destination within an acceptable amount of time.

- (1) Unacceptable - Unaware of location on patrol. Does not properly use map book. Unable to relate location to destination. Gets lost. Spends too much time getting to destination.
- (4) Acceptable - Is aware of location while on patrol. Properly uses map book. Can relate location to destination. Arrives within reasonable amount of time using the most practical route to reach destination.

- (7) Superior - Remembers locations from previous visits and seldom needs map book. Is aware of shortcuts and utilizes them to save time. High level of orientation to the beat and the community.

**12. ROUTINE FORMS: ACCURACY/COMPLETENESS** - Evaluates the trainee's ability to properly utilize departmental forms.

- (1) Unacceptable - Is unaware that a form must be completed and/or is unable to complete the proper form for the given situation. Forms are incomplete, inaccurate, or improperly used.
- (4) Acceptable - Knows of the commonly used forms, consistently makes accurate form selection, and understands their use. Completes them with accuracy and thoroughness.
- (7) Superior - Rapidly completes detailed forms without assistance. Displays high degree of accuracy in form completion.

**13. REPORT WRITING: ORGANIZATION/DETAILS** - Evaluates the trainee's ability to organize reports, supply the necessary details for a good report and obtain all necessary information from reporting person and/or witnesses.

- (1) Unacceptable – Fails to elicit necessary information. Unable to organize information in a logical manner and reduce it to writing. Omits pertinent details in the report. Report is inaccurate and/or incorrect.
- (4) Acceptable – Elicits most information and records same. Completes reports, organizing information in a logical manner. Reports contain the required information and details.
- (7) Superior - Reports are a complete and detailed account of events, written and organized so that any reader understands what occurred.

**14. REPORT WRITING: GRAMMAR/SPELLING/NEATNESS** - Evaluates the trainee's ability to use proper grammar, to spell correctly, and to prepare reports that are neat and legible.

- (1) Unacceptable - Reports are illegible. Reports contain an excessive number of misspelled words. Sentence structure and/or word usage is incorrect or incomplete. Excessive erasures or use of correction fluid.
- (4) Acceptable - Reports are legible and grammar is at an acceptable level. Spelling is acceptable and errors are few. Errors, if present, do not distract from understanding the report. Report is neat and clean in appearance.

- (7) Superior - Reports are very neat and legible. Contain no spelling or grammatical errors.

**15. REPORT WRITING: APPROPRIATE TIME USED** - Evaluates the trainee's ability to complete a report in an appropriate amount of time.

- (1) Unacceptable - Requires an excessive amount of time to complete a report. Takes three or more times the amount of time an experienced officer would take to complete the report.
- (4) Acceptable - Completes reports within a reasonable amount of time.
- (7) Superior - Completes complex reports very quickly and efficiently without assistance from FTO.

**16. FIELD PERFORMANCE: NON-STRESS CONDITIONS** - Evaluates the trainee's ability to perform routine, non-stress police activities.

- (1) Unacceptable - Becomes confused and disoriented when confronted with routine, non-stress tasks. Does not or cannot complete tasks. Unable to determine the appropriate course of action or avoids taking action.
- (4) Acceptable - Properly assesses aspects of routine situations, determines appropriate action, and takes same.
- (7) Superior - Properly assesses aspects of routine situations, including the more unusual and/or complex ones. Quickly determines appropriate course of action and takes same.

**17. FIELD PERFORMANCE: STRESS CONDITIONS** - Evaluates the trainee's ability to perform in moderate to high stress conditions.

- (1) Unacceptable - Becomes emotional, panic stricken, unable to function. Holds back, loses temper, or displays cowardice. Over/under reacts.
- (4) Acceptable - Maintains calm and self-control in most situations. Determines proper course of action and takes it. Does not allow a situation to further deteriorate.
- (7) Superior - Maintains calm and self-control in even the most extreme situations. Quickly restores control of the situation and takes command. Determines best course of action and takes it.

**18. INVESTIGATIVE SKILLS** - Evaluates the trainee's ability to conduct a proper investigation with an emphasis on crime scene investigatory procedures.

- (1) Unacceptable - Does not conduct a basic investigation or conducts investigation improperly. Unable to accurately identify offense committed. Fails to discern readily available evidence. Makes frequent mistakes when identifying, collecting, or submitting evidence. Does not connect evidence with suspect when apparent. Lacks skill in collection and preservation of fingerprints. Does not protect crime scene. Fails to identify and follow-up obvious investigative leads.
- (4) Acceptable - Follows proper investigatory procedure in routine cases. Is generally accurate in identifying the nature of offense committed. Collects, tags, logs, and submits evidence properly. Connects evidence with suspect when apparent. Collects "readable" fingerprints from most surfaces when available.
- (7) Superior - Always follows proper investigatory procedure and always accurate in identifying the nature of offense committed. Connects evidence with suspect even when not apparent. Has "Evidence Technician" level skill in the collection and identification of evidence. Collects "readable" fingerprints from any possible surface when available.

**19. INTERVIEW/INTERROGATION SKILLS** - Evaluates the trainee's ability to use proper questioning techniques; to vary techniques to fit persons being interviewed/interrogated; to follow proper and lawful procedure.

- (1) Unacceptable - Fails to use proper questioning techniques. Does not elicit and/or record available information. Does not establish appropriate rapport with subject and/or does not control interrogation of suspect. Fails to give Miranda warning. Fails to elicit enough information to determine what is occurring. Fails to identify citizens contacted during the course of the investigation.
- (4) Acceptable - Uses proper questioning techniques. Elicits available information and records same. Establishes proper rapport with victims/witnesses. Controls the interrogation of suspects and properly conducts a Miranda admonishment.
- (7) Superior - Always uses proper investigative questioning techniques. Establishes rapport with all victims/witnesses. Controls the interrogation of even the most difficult suspects. Conducts successful interrogations of suspects.

**20. SELF-INITIATED FIELD ACTIVITY** - Evaluates the trainee's desire and ability to observe and initiate police-related activity.

- (1) Unacceptable – Fails to observe or avoids suspicious activity. Does not investigate those situations. Rationalizes suspicious circumstances.

- (4) Acceptable - Recognizes and identifies police-related activities. Develops cases from observed activity. Displays inquisitiveness.
- (7) Superior - Seldom misses observable police-related activity. Maintains "Watch Bulletins" and information provided at roll call. Uses the information as "probable cause" to initiate activity. Makes quality contacts and/or arrests from observed activity. "Sees" beyond the obvious.

**21. OFFICER SAFETY: GENERAL** - Evaluates the trainee's ability to perform police tasks without injuring self or others and without exposing self or others to unreasonable danger or risk.

- (1) Unacceptable - Fails to follow acceptable safety procedures. Fails to exercise officer safety including but not limited to:
  - A. Exposes weapons to suspect (handgun, baton, mace, etc.).
  - B. Fails to keep weapon hand free in enforcement situations.
  - C. Stands in front of/next to violator's vehicle door.
  - D. Fails to control suspect's movements.
  - E. Fails to use illumination when necessary or uses it improperly.
  - F. Does not keep violator/suspect in sight.
  - G. Fails to advise Communications when leaving vehicle.
  - H. Fails to maintain good physical condition.
  - I. Fails to properly maintain personal safety equipment.
  - J. Does not anticipate potentially dangerous situations.
  - K. Stands too close to passing vehicular traffic.
  - L. Is careless with gun and/or other weapons.
  - M. Fails to position vehicle properly on car stops.
  - N. Stands in front of door when making contact with occupants.
  - O. Makes poor choice of which weapon to use and when to use it.
  - P. Fails to cover other officers or maintain awareness of their activities.
  - Q. Stands between police and violator's vehicle on a car stop.
  - R. Fails to search police vehicle prior to duty and after transporting other than police personnel.
- (4) Acceptable - Follows acceptable safety procedures. Understands and applies them.
- (7) Superior - Always works safely. Foresees dangerous situations and prepares for them. Keeps partner informed and determines best position for self and partner. Is not overconfident. Serves as an "officer safety" model for others.

- 22. OFFICER SAFETY: SUSPICIOUS PERSONS, SUSPECTS, AND PRISONERS -** Evaluates the trainee's ability to perform police-related tasks safely while dealing with suspicious persons, suspects, and prisoners.
- (1) Unacceptable - Violates officer safety practices as outlined in SEG 21 (above). Additionally, fails to "pat search," allows people to approach while seated in patrol vehicle, fails to handcuff when appropriate. Conducts poor searches and fails to maintain a position of advantage that could prevent attack or escape.
  - (4) Acceptable - Follows acceptable safety procedures with suspicious persons, suspects, and prisoners.
  - (7) Superior - Foresees potential danger and eliminates or controls it. Maintains position of advantage in even the most demanding situations. Is alert to changing situations and prevents opportunities for danger to develop. Serves as a model for safety.
- 23. CONTROL OF CONFLICT: VOICE COMMAND -** Evaluates the trainee's ability to gain and maintain control of situations through verbal command and instruction.
- (1) Unacceptable - Speaks too softly or timidly, speaks too loudly, confuses or angers listener by what is said and/or how it is said. Speaks when inappropriate. Unable to use a confident/commanding tone of voice.
  - (4) Acceptable - Speaks with authority in a calm, clear voice. Proper selection of words and knowledge of how and when to use them. Commands usually result in compliance.
  - (7) Superior - Completely controls situations with voice tone, word selection, inflection, and command bearing. Restores order in even the most trying situation through voice and language usage.
- 24. CONTROL OF CONFLICT: PHYSICAL SKILL -** Evaluates the trainee's ability to use the proper level of force for the given situation.
- (1) Unacceptable - Uses too little or too much force for the given situation. Is physically unable to perform the task. Does not use proper restraints or is unable to properly use restraints.
  - (4) Acceptable - Obtains and maintains control through use of the proper amount of force. Uses restraints effectively.
  - (7) Superior - Excellent knowledge and skill level in use of restraints (physical/mechanical). Extremely adept in the proper use of force for the given situation.

**25. PROBLEM-SOLVING/DECISION-MAKING** - Evaluates the trainee's performance in terms of ability to perceive problems accurately, form valid conclusions, arrive at sound judgments, and make proper decisions.

- (1) Unacceptable - Acts without thought or good reason. Is indecisive, naive. Is unable to reason through a problem and come to a conclusion. Cannot recall previous solutions and apply them in similar situations.
- (4) Acceptable - Able to reason through a problem and come to an acceptable conclusion in routine situations. Makes reasonable decisions based on information available. Perceives situations as they really are. Makes decisions without assistance.
- (7) Superior - Able to reason through even the most complex situations and reach appropriate conclusions. Has excellent perception. Anticipates problems and prepares resolutions in advance. Relates past solutions to present situations.

**26. PROBLEM-SOLVING TECHNIQUES** - Evaluates the trainee's ability to recognize problems and generate possible solutions.

- (1) Unacceptable – Avoids problems. Demonstrates a failure to understand problem-solving techniques by not using them or not applying them effectively. Fails to ask the right questions. Is unable to choose alternative solutions. Does not assess a proper or effective response to the problem.
- (4) Acceptable – Is capable of explaining what a problem-solving model is. Generates proper questions designed to identify problem. Generally able to choose a solution. Analyzes response for further action.
- (7) Superior – When confronted with a problem, uses SARA (Scan – Analyze – Respond - Assess) problem-solving model. Identifies root causes of problems, not just symptoms. Selects workable solution. Properly assesses response and plans for follow-up.

**27. COMMUNICATIONS: APPROPRIATE USE OF CODES/PROCEDURE** - Evaluates the trainee's use of communications equipment in accordance with department policy and procedure.

- (1) Unacceptable - Violates policy concerning use of communications equipment. Does not follow procedures or follows wrong procedures. Does not understand or use proper codes/language.
- (4) Acceptable - Follows policy and accepted procedures. Has good working knowledge of most-often-used code sections/language.



- (7) Superior - Always follows proper procedure. Adheres to policy in every instance. Has superior working knowledge of all codes/language and applies that knowledge when using communication equipment.
- 28. RADIO: LISTENS AND COMPREHENDS** - Evaluates the trainee's ability to pay attention to radio traffic and to understand the information transmitted.
- (1) Unacceptable - Repeatedly misses own call sign and is unaware of traffic in adjoining beats. Requires dispatcher to repeat radio transmissions or does not accurately comprehend transmission.
- (4) Acceptable - Copies own radio transmissions and is normally aware of radio traffic directed to adjoining beats.
- (7) Superior - Is aware of own traffic and what is occurring throughout the service area. Recalls previous transmissions and uses that information to advantage.
- 29. RADIO: ARTICULATION OF TRANSMISSIONS** - Evaluates the trainee's ability to communicate with others via the telecommunications network.
- (1) Unacceptable - Does not pre-plan transmissions. Over/under modulates. Improperly uses microphone. Speaks too rapidly or too slowly.
- (4) Acceptable - Uses proper procedure with clear, concise, and complete transmissions. Few complaints from communication center re: articulation skill.
- (7) Superior - Transmits clearly, calmly, concisely, and completely in even the most stressful situations. Transmissions are well thought out and do not have to be repeated.
- 30. MDT: USE/COMPREHENSION/ARTICULATION** - Evaluates the trainee's ability to operate the terminal and receive and send clear communications via MDT.
- (1) Unacceptable – Does not understand dispatch and/or message formats. Does not recognize messages addressed to his/her unit. Fails to properly update the status of the unit. Is unfamiliar with formats necessary for routine operation and inquiries. Is unable to compose understandable text. Does not recognize officer safety issues involved in dispatch calls. Violates FCC regulations and/or department policy.
- (4) Acceptable – Understands the operation and formats required for all function and status keys. Can communicate by administrative message. Understands message, dispatch, and database formats used daily by officers. Properly updates status. Readily recognizes officer safety issues involved in the disposition of calls. Clear and brief in transmissions. Adheres to FCC regulations and department policy.

- (7) Superior – Consistently recalls dispatch information without running summaries. Can make rarely used free format inquiries from memory. Understands CAD, DMV, and CLETS error messages. Proficient in use of all function keys and in multiple administrative messages and BOLO file retrieval.

## **KNOWLEDGE**

- 31. KNOWLEDGE OF DEPARTMENT POLICIES AND PROCEDURES** - Evaluates the trainee's knowledge of department policies/procedures and ability to apply this knowledge under field conditions.

### **-Reflected by Verbal/Written/Simulated Testing-**

- (1) Unacceptable - When tested, answers with less than 70% accuracy.
- (4) Acceptable - When tested, answers with at least 70% accuracy.
- (7) Superior - When tested, answers with 100% accuracy.

### **-Reflected in Field Performance-**

- (1) Unacceptable - Fails to display knowledge of department policies, regulations, and/or procedures, or violates same.
- (4) Acceptable - Familiar with most commonly applied department policies, regulations, procedures and complies with same.
- (7) Superior - Has an excellent working knowledge of department policies, regulations, procedures, including those less known and seldom used.

- 32. KNOWLEDGE OF CRIMINAL STATUTES** - Evaluates the trainee's knowledge of the criminal statutes (i.e., Penal, Vehicle, W & I, B & P, H & S, and all City/County Codes) and his/her ability to apply that knowledge to field situations.

### **Reflected by Verbal/Written/Simulated Testing**

- (1) Unacceptable - When tested, answers with less than 70% accuracy.
- (4) Acceptable - When tested, answers with at least 70% accuracy.
- (7) Superior - When tested, answers with 100% accuracy.

**-Reflected in Field Performance-**

- (1) Unacceptable - Does not know the elements of basic code sections. Does not recognize criminal offenses when encountered or makes mistakes relative to whether or not crimes have been committed and, if so, which crimes. Incorrectly identifies violation(s). Provides incorrect court assignments or dates.
- (4) Acceptable - Recognizes commonly encountered criminal offenses and applies appropriate code section. Recognizes differences between criminal and non-criminal activity. Correctly identifies violation(s). Provides correct court assignments and dates.
- (7) Superior - Has outstanding knowledge of all codes and applies that knowledge to normal and unusual activity quickly and effectively. Consistently able to locate lesser known code sections in reference material.

**33. KNOWLEDGE OF CRIMINAL PROCEDURE** - Evaluates the trainee's knowledge of criminal procedures including laws of arrest, search and seizure, warrants, juvenile law, etc. Evaluates ability to apply those procedures to field situations.

**-Reflected by Verbal/Written/Simulated Testing-**

- (1) Unacceptable - When tested, answers with less than 70% accuracy.
- (4) Acceptable - When tested, answers with at least 70% accuracy.
- (7) Superior - When tested, answers with 100% accuracy.

**-Reflected in Field Performance-**

- (1) Unacceptable - Violates procedural requirements. Attempts to conduct illegal searches, fails to search when appropriate, attempts to seize evidence illegally, and arrest unlawfully.
- (4) Acceptable - Follows required procedure in commonly encountered situations. Conducts proper searches and seizes evidence legally. Makes arrests within guidelines.
- (7) Superior - Follows required procedure in all cases, accurately applying law relative to searching, seizing evidence, release of information and effecting arrests.

(Adapted from those first developed by the San Jose, California, Police Department, improved upon by the Houston, Texas, Police Department, revised by Glenn F. Kaminsky in 1986, 1991, 1997, and 1999, and added to by Jerry Hoover, Chief of the Reno Police Department and by the Sacramento County Sheriff's Department)